

STATE OF MAINE
DEPARTMENT OF THE SECRETARY OF STATE

Instructions for Submission of Public Comments on Statewide Referenda

Any individual, corporation, political action committee or other organization may file public comments in support of or in opposition to a ballot measure for publication in the Citizen's Guide to the Referendum Election ("Citizen's Guide"). Ballot measure public comments, which are limited to 300 words or less, must be accompanied by a completed application and a cashier's check or money order in the amount of \$500.

Public comments must be filed with the Secretary of State no later than 5 p.m. on the 70th day prior to the date of the election at which the ballot measure is being voted on. The deadline for the November 3, 2015 Referendum Election is **August 25, 2015**.

Public comments must be submitted electronically (MS Word or compatible format). A paper copy must also be filed. Comments should be designed for printing on 8 ½ by 11 inch pages, portrait orientation. Comments must be written in plain English with plain text. No graphics or pictures will be accepted for publication.

Instructions for completion of "Application for Submission of Public Comments on Statewide Referenda"

1. Indicate the date of the election that the ballot measure will be voted on;
2. Indicate the ballot order assigned to the measure (if the ballot order or question number has not yet been assigned by the Secretary of State, indicate the title of the ballot measure, such as "An Act To...");
3. Indicate the position taken – e.g. public comments in support or public comments in opposition;
4. Indicate the type of entity filing comments;
5. Indicate the name of the person submitting public comments;
6. Indicate the name of the organization the person represents (if applicable);
7. Include contact information for the person submitting the public comments; and
8. Sign the application as specified below:
 - i) For public comments filed and paid for by an individual, only the signature of the individual is required.
 - ii) For public comments sponsored by an organization or corporation, the application must be signed by an executive officer and must include the officer's title and the name of the organization or corporation.
 - iii) For public comments sponsored by a political action committee, the application must be signed by the committee's chairperson or treasurer, and must be identified by committee name.

Please refer to the Secretary of State's rules, Chapter 520, entitled "Rules Regarding Publication of Public Comments on Statewide Referenda" for further filing instructions and comment requirements. You may also contact the Division of Elections at 624-7650.